



County of Los Angeles  
**DEPARTMENT OF PUBLIC SOCIAL SERVICES**

12860 CROSSROADS PARKWAY SOUTH • CITY OF INDUSTRY, CALIFORNIA 91746  
Tel (562) 908-8400 • Fax (562) 695-4801



SHERYL L. SPILLER  
Director

PHIL ANSELL  
Chief Deputy

Board of Supervisors

HILDA L. SOLIS  
First District

MARK RIDLEY-THOMAS  
Second District


SHEILA KUEHL  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

February 27, 2015

TO: Each Supervisor

FROM:   
Sheryl L. Spiller, Director

**SUBJECT: INTENT TO NEGOTIATE SOLE SOURCE CONTRACTS WITH  
LOS ANGELES COUNTY OFFICE OF EDUCATION FOR GAIN  
JOB READINESS AND CAREER PLANNING SERVICES AND GROW  
PROGRAM SUPPORT SERVICES**

In accordance with Board policy Section 5.100 on sole source contracts of \$250,000 or greater, this is to inform you that I intend to negotiate new three-year contracts with Los Angeles County Office of Education (LACOE) to provide Greater Avenues for Independence (GAIN) Job Readiness and Career Planning services, and General Relief Opportunities for Work (GROW) Program Support services effective July 1, 2015 through June 30, 2018. There is an estimated annual cost of \$19.2 million funded by CalWORKs Single Allocation dollars for GAIN Job Readiness and Career Planning services, and \$2.5 million funded by CalFresh Employment and Training dollars and net County cost for GROW Program Support services. The current contracts expire on June 30, 2015.

**GAIN Job Readiness And Career Planning Services:**

The GAIN Job Readiness and Career Planning services contract with LACOE is necessary to provide State-mandated Welfare-to-Work services to CalWORKs and Refugee Employment Program participants. LACOE provides GAIN Job Club, a four-week session in which participants acquire the tools, skills, information and resources to enable them to overcome barriers and find work through their own efforts. LACOE has consistently provided quality and effective GAIN Job Readiness and Career Planning services since 1993.

**GROW Program Support Services:**

Under the GROW Program Support services contract, LACOE provides specialized job training classes for GROW participants, coordinates job fairs and recruitments at all GROW sites, and provides technical assistance pertaining to job training and job readiness to the Department. Equally important, LACOE provides program support and technical assistance to four GROW Job Club contractors who were awarded contracts through a competitive Request for Proposals. LACOE has consistently provided quality and effective GROW Program Support services since 1999.

**Contracting Authority:**

The California Department of Social Services' regulations (CCR 23-650.14) authorize the County to negotiate contracts directly with other local government agencies. LACOE is a local government agency. LACOE is particularly qualified to provide these services due to its relationships to all local School Districts, Regional Occupational Programs and Adult Schools.

LACOE continues to be a viable partner in providing comprehensive services that assist GAIN and GROW participants in acquiring employment.

We will proceed to negotiate the renewal of both contracts two weeks after the date of this letter unless otherwise instructed by the Board.

If you have any questions or require additional information, please contact me or your staff may contact Elizabeth Garcia, Assistant Director at (562) 908-8622.

SLS:RL:jc

c: Interim Chief Executive Officer  
County Counsel  
Acting Executive Officer, Board of Supervisors